



State of Louisiana
Department of Health and Hospitals
Office of Aging and Adult Services

MEMORANDUM

OAAS-P-10-001

TO: Direct Service Provider Agencies of Long Term Personal Care (LT-PCS) and Elderly and Disabled Adult (EDA) Waiver Companion Services (CS)

FROM: Rick Henley *RLH*
Division Director, Policy and Program Implementation
Office of Aging and Adult Services

DATE: January 13, 2010

RE: *OAAS Log of Weekly Services/Supports & Daily Progress Notes (Service Log) – OAAS-PF-09-002*

On November 3, 2009 OAAS reissued the Long Term Personal Care Services (LT-PCS) and Elderly and Disabled Adult (EDA) waiver – Companion Services (CS) log to reflect the provision of shared EDA-CS. The notice about the November 3, 2009 service log advised that it was to be used exclusively as of January 1, 2010 in place of and instead of the one issued for use effective July 5, 2009.

A number of direct service providers have since advised they would not or have not exhausted their printed supply of the July 5, 2009 service log by the January 1, 2010 deadline. Under these circumstances it is acceptable for an LT-PCS and/or EDA-CS provider agency to use the remainder of their previously printed supply of the July 5, 2009 service log. Once that previously printed supply is exhausted and no later than April 4, 2010, the agency is required to exclusively use the November 3, 2009 version of the service log.

If the July 5, 2009 version of the service log is used for a participant of shared EDA-CS, your direct service staff must clearly document the following on the service log on a daily basis:

- the amount of shared companion services provided;
- whether the provided shared companion services is for two (2) or three (3) participants and;
- if applicable, the amount of unshared companion services provided on a daily basis.

This is necessary for reimbursement and audit purposes.

Two copies of the service log are posted to the *Service Log* section of the *SHARe Information* page on the OAAS internet website at <http://www.oaas.dhh.louisiana.gov>. The one saved in Microsoft Word is a "type-in version" which may only be used with a more recent version of the Microsoft Word program. When an older version of the program is used to open the Word copy, the end of page 1 is cut off causing the signature lines to move to the top of page 2. There must be signature lines at the bottom of both pages of the service log.

If you have questions regarding this information, please contact the local OAAS Regional Office.

CC: OAAS Regional Offices
OAAS Program Operations
Support Coordination Agencies

Medicaid Waiver Assistance and Compliance
SRI